

# Quotation Request //

## US Government Publishing Office

Dallas Regional Office  
1100 Commerce Street, Room 731  
Dallas TX 75242-

**JACKET:646-597**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 11/30/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** NSN: 7540-00-222-3442 (SF-66)

**QUANTITY:** 60000 folders.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the Dallas Regional Office at (214) 767-0451 X1.

**TRIM SIZE:** Flat: 20-1/4 x 11-3/4" Folded: 10 x 11-3/4"

**PAGES:** Face Only

### **SCHEDULE:**

Furnished Material will be available for pickup by 11/30/2021

Deliver complete (to arrive at destination) by 12/29/2021

F.O.B. destination

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

**\*\*\*IMPORTANT\*\*\*** Contractor must notify the ordering agency on the same day that the product ships/delivers via email to [Thomas.walker2@usdoj.gov](mailto:Thomas.walker2@usdoj.gov) and [tbacon@gpo.gov](mailto:tbacon@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 646-597, Req # 5UPET22P00000031". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

NSN: 7540-00-222-3442 RM. Form title - SF 66. Folder prints face only before construction in black ink with a 1-1/4" diagonal stripe that prints in red ink (the stripe prints in one continuous stripe on the front and back leaf and the tab and bleeds on the right of the front leaf and the edge of the tab and must align across the leaf and tab). With the face side up (printed side), score in four places along the entire 11-3/4" dimension; 8-9/16", 8-15/16", 9-5/16", and 19-5/16" from the right edge. Fold on the 19-5/16" score to form the reinforced tab (printing visible) and firm glue to the inside of the leaf along the entire 11-3/4" dimension. Fold on the 9-5/16" score to the final size of 10 x 11-3/4"(printed side out). The folder is to have two permanently affixed fasteners on the inside of the folder; one at the bottom of the front leaf, center of the fastener 3/4" from the bottom edge and 5" from the 9-5/16" fold score, and one at the top of the back leaf; center of the fastener 3/4" from the top edge and 4-1/2" from the 9-5/16" fold score. Fasteners shall be Remington Rand Kompakt, Permclip, or equal (prongs to be ribbed lengthwise for rigidity and strength). Prong size shall be 7/32" in width, 2-7/16" in length, and must accommodate sheets drilled with two holes

2-3/4" center to center. All corners on folder to be rounded.

NOTE: The warranty period for this order is extended from 120 days to one calendar year.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. A previously printed sample to use as a match for construction and color and as camera/manuscript copy (upon request).

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* P20, High-Finish Folder Stock; Brown, Basis Size 24 X 36" Basis Weight 240-260  
Stock is Brown 100% Bleached Chemical Woodpulp (basis weight: 240-260 lbs. per 500 sheets, 24 x 36")  
equal to JCP Code P20.

**COLOR OF INK:**

Black and Red

**PRINT PAGE:** One Side Only

**MARGINS:** Follow Copy Sample.

See description for bleed.

**PROOFS:**

Proofs will not be required; however, CONTRACTOR WILL BE RESPONSIBLE FOR FINAL OUTPUT THAT IS IN CONFORMANCE WITH THE VISUALS AS PROVIDED.

**BINDING:**

See description.

**PACKING:**

Box in units of 100 folders per box. Four (4) boxes shall be packed in a close fitting fiberboard container. Pallets are required. The pack shall be in compliance with Industry Standard ASTM D3951-95.

Application for copies of ASTM standards should be addressed to ASTM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.

Notice of special requirements for shipment to all countries that have endorsed the IPPC Guidelines for treatment of non-manufactured wood packaging: The International Plant Protection Convention (IPPC) has approved and published on March 15, 2002, "Guidelines for Regulating Wood Packaging Material in International Trade". Countries endorsing the IPPC Guidelines can be found at the USDA.gov website. Additionally, shipments delivered to DoD distribution facilities or freight consolidation points for eventual delivery to or through EU/IPPC countries shall comply with applicable DLA Regulation DLAD 47.305.1

Containers must be packed solidly (top and sides) to prevent shifting while in transit. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added.

Packing List: Each shipment shall contain a packing list showing the following data:

1. Name and address of consignor,
2. Name and address of consignee,
3. Requisition and GPO jacket numbers,
4. Bill of lading number if any,
5. Description of the material shipped, including:
  - a. Publication number (NSN) and title, if applicable, and date,
  - b. Quantity per container and total quantity,
  - c. Total number of containers,

d. Total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet.

**LABELING AND MARKING:** Inner Package and/or Container Label:

Contractor must reproduce inner package label from furnished repro. Contractor must affix a completed label on each inner package. All inner packages must be labeled, not marked, with label entries in bold characters at least 3/8" high.

Quantities on all labels must be expressed using GSA specified units of issue abbreviations such as HD (hundreds), SE (sets), etc. Stock No. and Control No. must appear on all labels. Quantity on shipping labels to be indicated as "4 HD".

Bar Code Markings: The stock number must be bar coded on all inner packages and shipping container labels in accordance with Federal Standard Number 123. NOTE: CONTRACTOR TO CREATE THE BAR CODE FOR THE NSN NUMBER. Barcode is Code 39.

Reproduce shipping container label from furnished repro, fill in appropriated blanks and attach to shipping containers.

In addition to the regular markings, include the Form No., Revision Date, Stock No. and Quantity on all labels exactly as specified. Packages/containers containing multi-part forms must be marked with the number of parts following the form number (i.e. SF-557 {3 Part Set}).

Box Suitable in units of 100.

**DISTRIBUTION:**

All shipments must be made via traceable means.

**UNICOR**

Attn: Lee Walker 804-733-7881, Ext. 4211

1100 River Road

Hopewell, VA 23860

Mark for: NSN 7540-00-222-3442

-----60,000 folders.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://www.contractorconnection.gpo.gov>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

**COMPLIANCE REPORTING:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov) or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-9. Solid or Screen Tints Color Match	Government furnished Sample

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**Attachment(s):** NONE